

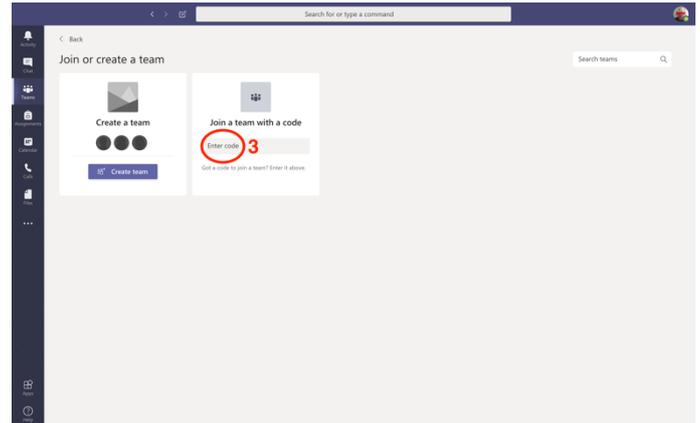
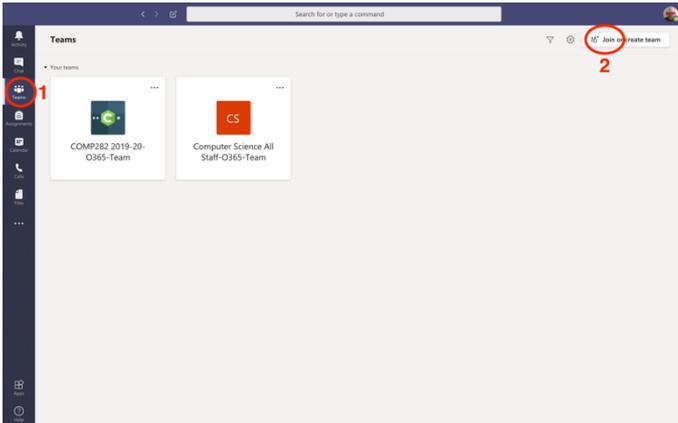
## Using MS Teams for Online Meetings & Chat

Download Microsoft Teams from here: <https://teams.microsoft.com/downloads>  
(Available for Windows, Mac, Linux, iOS, Android – Instructions show desktop version)

Login with your MWS details. Everyone in the university already has an account.

If you received a Team or Meeting invite via email, simply click the link to join. If you want to join manually, follow these steps.

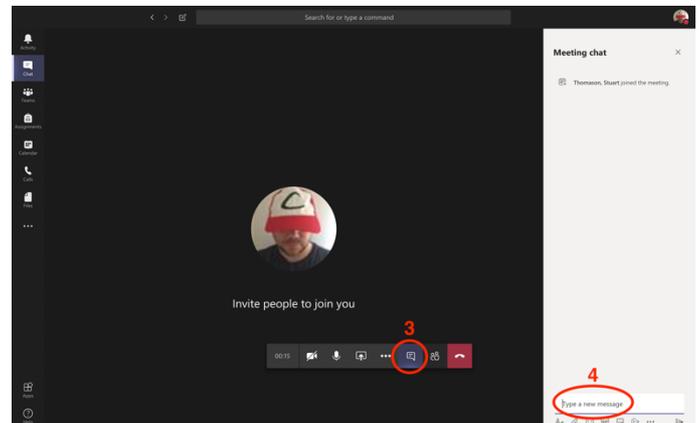
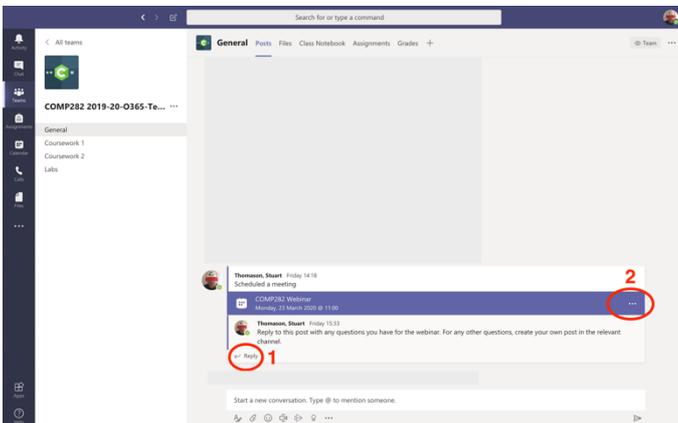
### Joining a Team



- 1) Select Teams on the left menu.
- 2) Click to join a team in the top right.

- 3) Enter the code for the Team you want to join.

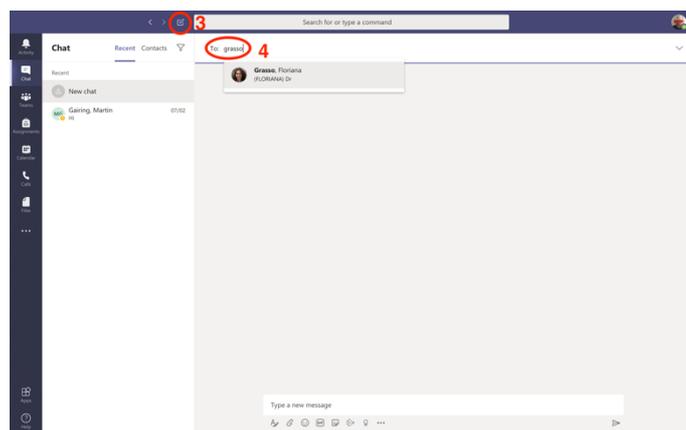
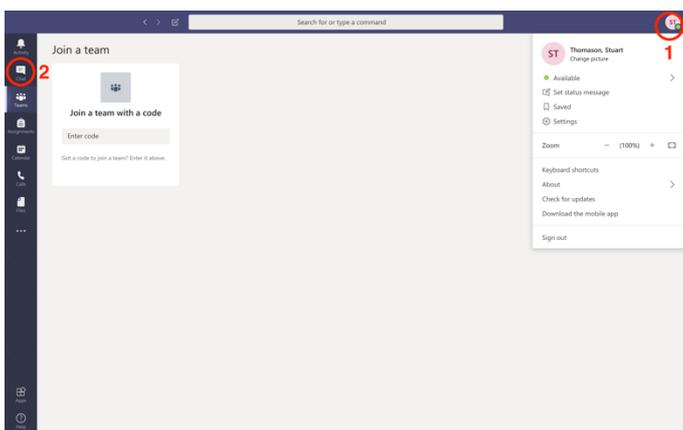
### Joining a Meeting



- 1) You can enter replies before the meeting starts, such as questions you want to be covered.
- 2) At the scheduled time, a Join button should appear on the right. If it doesn't, you can click the three dots, open the meeting details, and click Join from there.

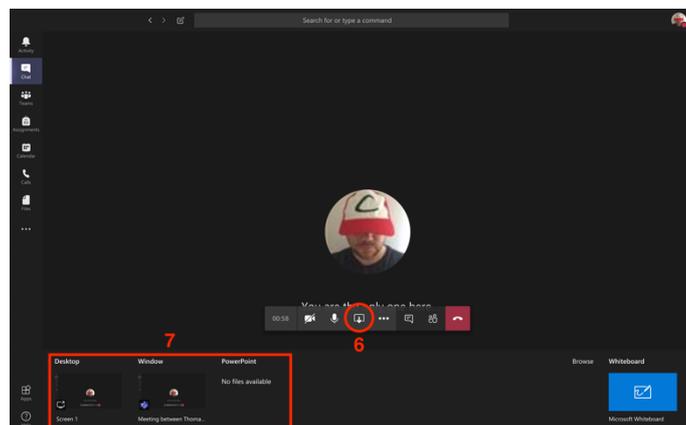
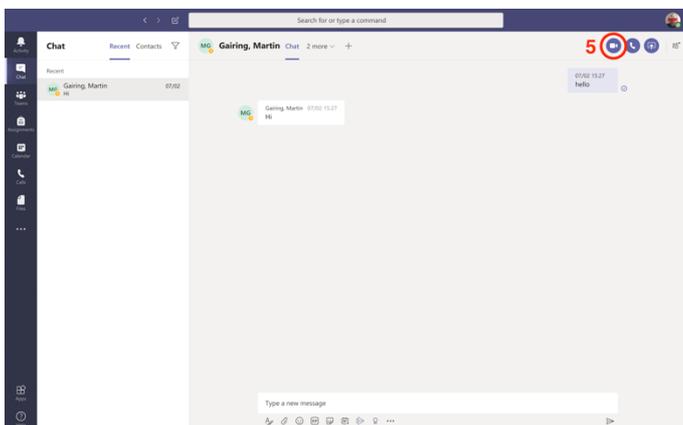
- 3) Click the speech bubble to view the text chat during the meeting.
- 4) Type on the right to add to the conversation. This is useful if lots of people are trying to talk at once and you can't be heard (or you're too shy to speak).

## Starting a One-to-One Chat or Small Group Meeting



- 1) Click on your profile in the top right to change various settings (optional). Note that to change your picture you need to use the university webmail service. It doesn't work from Teams.
- 2) Click the Chat icon on the left menu.

- 3) Click the icon at the top to start a new chat.
- 4) Start typing the names of people you want to chat with. These will auto-complete from the university accounts list. You can add multiple people.



- 5) When you are in the text chat, click one of the icons to start video or voice chat, or to share a document or your screen.

- 6) After the video/voice chat has started, click the sharing button to open up the sharing panel.
- 7) From here you can share your desktop, a particular window, a PowerPoint presentation, or a whiteboard. Everyone in the chat will see whatever you share.